



**CULTURE AND ARTS COMMISSION
AGENDA**

Thursday, March 16, 2017 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real, Room 115

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC DISCUSSION. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:**
2. **PLEDGE OF ALLEGIANCE:**
3. **APPROVAL OF THE AGENDA:**
4. **APPROVAL OF THE MINUTES:** January 19, 2017
5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
6. **CONSENT CALENDAR:**
7. **NEW BUSINESS:**
 - a. Commission Sponsorship of Community Day in the Park Children's Art Project
 - b. Discussion of Commission Participation in Dia de los Ninos
 - c. Discussion of Word Art Project
8. **UNFINISHED BUSINESS:**
 - a. Report on Caltrans Permitting Process for Traffic Signal Controller Boxes Art Project
 - b. Update on Community Art Gallery Program
 - c. Update on Possible Intersection Pavement Art Project
 - d. Report on Status of Mural at Centennial Plaza
9. **EXCLUDED CONSENT:**
10. **ITEMS FROM STAFF:**
11. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:**
13. **ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

**Culture and Arts Commission
January 19, 2017**

1. **CALL TO ORDER/ROLL CALL:** Chair Gamble called the meeting of the Culture and Arts Commission to order at 6:30 p.m. Commissioners present: Chair Gamble, Vice Chair Livengood, George, Rosman Koodrin, and Madden. Commissioners Absent: Tobin. Staff: Wallace and Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Madden led the Pledge of Allegiance.
3. **APPROVAL OF THE AGENDA:** MSC Rosman Koodrin/Gonzalez for approval of the agenda. Approved unanimously.
4. **APPROVAL OF MINUTES:** MSC Rosman Koodrin/Madden to approve the minutes of the November 17, 2016 Culture and Arts Commission meeting with the correction to 7 a. requested by Commissioner Rosman Koodrin. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Discuss and Approve Process for Selecting Artists for Community Art Gallery Program – Superintendent Wallace let the Commission know that the call for artists for the Community Art Gallery Program was being developed and wanted input from the Commission to see if they would like the process changed at all. Currently, the artists are judged 60% on the nature of the work, 20% on the appropriateness of the work and, 20% for county residents. Commissioner Rosman Koodrin said that the process worked well for them in the past and Chair Gamble agreed. Commissioner Madden asked if the number of entries is limited and Superintendent Wallace replied that there is a minimum of five entries and a limit of 15. Vice Chair Livengood asked for staff to provide a list of qualifications that are required of the artists and Superintendent Wallace replied that he would bring it to the Commission's February meeting. **MSC Livengood/Rosman Koodrin** to approve the process for selecting artists for the Community Art Gallery Program. Approved unanimously.
 - b. Discuss and Provide Input on Future Intersection Pavement Art Project – Superintendent Wallace contacted the City of Millbrae regarding their recent

project of the city logo painted on one of their intersections. He reported that it was a part of a bigger project that revitalized that area of their City but the cost of the artwork on two intersections was approximately \$40,000. Commissioner Koodrin asked if the cost was covered by the City of Millbrae or Millbrae's Culture and Arts Commission and Superintendent Wallace replied that the City of Millbrae had paid for it but that if the Commission would like to move forward with this project it would be paid from the City Art Fund. Commissioner George said she did not feel that intersection art would be beneficial to the City and Commissioner Gamble added that the cost was too high and did not feel that any part of San Bruno had enough pedestrian traffic for the artwork to be valuable. **MSC Madden/Gonzalez** for this topic to be brought back to the next Commission meeting once more of the Commissioners were able to go view the Millbrae artwork for themselves. Approved unanimously.

- c. Approval of the 2017 Meeting Schedule – **MSC Madden/George** to accept the 2017 meeting schedule as presented. Approved unanimously.

8. UNFINISHED BUSINESS:

- a. Report on Caltrans Permitting Process for Traffic Signal Controller Boxes Art Project – Superintendent Wallace spoke with Caltrans regarding their permit process and was told that the City must send the Caltrans Art Committee an application showing the specific designs being proposed for approval. The Caltrans Art Committee also requested for the artwork to be painted on a polymer wrap instead of directly onto the box for safety and maintenance reasons. Superintendent Wallace explained that the polymer wrap would also increase the cost of each traffic signal controller box and wanted the Commission's input on using the polymer. Commissioner Madden asked if Caltrans is requiring the polymer wrap and Superintendent Wallace said that at this time they are not requiring it but that he was told it would help expedite the permit process. Commissioner George reminded the Commission that in past art projects where they've needed Caltrans permits the process has taken several months to years and asked Superintendent Wallace to ask Caltrans directly if they can give an estimate of time for this project. Commissioner Livengood asked if they knew of any other city on the peninsula that used the polymer wrap on the signal controller boxes so that they would be able to see it and get feedback on it. Superintendent Wallace said he would research and follow up with the Commission during their February meeting.

9. EXCLUDED CONSENT: None.

10. **ITEMS FROM STAFF:** Superintendent Wallace reminded the Commission that the City had invited all Boards, Commissions, and Committees to a special Facilities Vision Plan meeting for their feedback and input to help identify the community's highest priority for development of one or more new community facilities. The meeting would be held on Monday, January 23, 2017 at the Senior Center and Commissioners Madden and Rosman Koodrin had both confirmed that they would be there.

11. PUBLIC COMMENT: None.

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Commissioner Livengood asked if the Commission would be doing a project along with Community Day in the Park and Superintendent Wallace said he would follow up with the Commission

after looking into it. Commissioner Gamble also suggested the Commission look into doing an art project for the Day of the Child held in City Park in April. The Commission asked for this item to be added to the agenda for their February meeting. Commissioner Rosman Koodrin told the Commission that the Literary Stage writing contest was open for submissions and passed out information regarding it. Commissioner Livengood asked for the word art project Commissioner Tobin had suggested be added to the February agenda to be discussed.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Gamble** adjourned the meeting at 7:38 p.m.

Respectfully Submitted,

Ludmer Aker
Executive Assistant
City of San Bruno



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: March 16, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Commission Sponsorship of Community Day in the Park Children's Art Project

BACKGROUND:

At the January 19, 2017 Culture and Arts Commission meeting there was a request to discuss the possibility of the Commission sponsoring a children's art project at the City's Community Day in the Park. Staff agreed to investigate possible projects and report back at the next Commission meeting.

DISCUSSION:

Staff researched various ideas for projects which resulted in a list of options for the Commission to consider. The options presented below fall into three basic categories.

The first category involves the creation of a mural that would be led by an artist. Attached are two possible examples of murals. The cost for these murals would be approximately \$400 which does not include the cost of artist, but does include all supplies and Recreation Leaders to assist the children. The cost of hiring an artist for this project will need further research. When completed the murals would remain with the City to be displayed in a yet to be determined location.

The second category is projects that would not require the hiring of an artist, but the completed products would remain with the City to be displayed in a yet to be determined location. Attached are two possible projects. The cost for each project would be approximately \$400-\$500.

The third category is projects in which children can take home their completed project and can be completed quickly. Attached are six possible projects. Because these projects can be completed quickly, there is a possibility of offering more than one of these projects which means children could complete multiple art pieces. Costs for these projects range from \$500-\$1,000 each.

FISCAL IMPACT:

None.

ATTACHMENTS:

Photos and short descriptions of ten potential projects.



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Category two: No artist necessary, but the completed project would remain with the City to be displayed:



Paint/decorate stones and then place in an undetermined location. One possible location would be around the trees outside the San Bruno Recreation Center.



Using paper and other supplies, create an art "quilt" that is displayed at an as yet to be determined location.

Category three: Projects that children can complete quickly and keep.



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Squirt Gun Painting



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Sandpaper Art with Liquid Chalk



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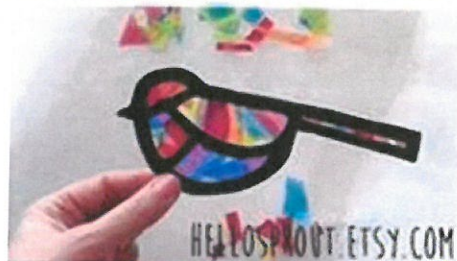
Rainbow Slime

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Stained glass suncatcher



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DATE: March 16, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Discussion of Commission Participation in Dia de los Ninos

BACKGROUND:

At the Culture and Arts Commission meeting of January 19, 2017 Commission Chair Gamble requested that the Commission discuss the possibility of its participation in Dia de los Ninos (Day of the Child).

DISCUSSION:

Dia de los Ninos is an annual event held in San Bruno City Park on the last Saturday of April. It is intended as a celebration of children and literacy. This year's event will be held on April 29, 2017. The event is sponsored by the San Bruno Park School District. The Commission has not previously participated in this event.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



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DATE: March 16, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Discussion of Word Art Project

BACKGROUND:

At the Culture and Arts Commission meeting of January 19, 2017 Commissioner Livengood requested that the Commission discuss a word art project that Commissioner Tobin originally suggested.

DISCUSSION:

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



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COMMUNITY SERVICES DEPARTMENT

DATE: March 16, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Report on Caltrans Permitting Process for Traffic Signal Controller Boxes Art Project

BACKGROUND:

The Culture and Arts Commission has selected six traffic signal controller boxes to be used for an art project. Artists for this project will be selected through a RFP process. Each box will have a specific theme.

The location and themes of the boxes are as follows:

Box Location	Theme
Sneath Lane at El Camino Real	Patriotism
San Bruno Avenue West at Cherry Avenue	High Tech
San Bruno Ave East at 3rd Avenue	History
Sharp Park Road at Pacific Heights Boulevard	Education
El Camino Real at Interstate 380	Mission Bell
Crystal Springs Road at Cunningham Way	Nature

A discussion of Caltrans' desire to have plastic polymer wraps adhered to the traffic signal controller boxes rather than having artists paint directly on the boxes took place at the January 19, 2017 Culture and Arts Commission. The Commission requested additional information regarding the Caltrans permitting process as well as additional information about the use of polymer wraps.

DISCUSSION:

Staff contacted Caltrans in an effort to gain further information about the Caltrans permitting process. Caltrans reported that it generally takes approximately 2-3 months to complete the review and concurrence process after receiving an art application. However, directly painting the boxes rather than using a polymer wrap adds an additional month to the permitting process. This additional time is needed because Caltrans requires a formal maintenance agreement be reached with the City to maintain the artwork on the boxes. This formal agreement is not required of cities using polymer wraps.



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The Commission requested staff to investigate other cities using the polymer wrap method of utility box art. Staff found that no other city in San Mateo County was using the polymer wrap method. However, staff found several other Bay Area cities using polymer wrap. These include San Leandro, Oakland, Berkeley, Walnut Creek, Brentwood, Richmond, San Jose and Los Gatos.

Staff contacted the City of San Leandro and the Town of Los Gatos to gather information regarding their reasoning for using polymer wraps and their overall impression of the wraps.

Both cities report positive experiences in using the wraps and will continue to use them in future utility box art installations. Both feel that the wraps have a clean, crisp look that does not fade over time like paint. They also report that cleaning graffiti off the wraps has been a very fast and simple process. Each city says wrap panels are easily replaced if damaged. It is rare that an entire wrap needs replacement. Most likely a single panel would need to be replaced due to vandalism. Each city reports that they have needed to do this one time over the past two years. Panel replacements cost \$200-\$300 depending the size of the panel. Each city expects their wraps to last a minimum of 7-10 years.

Los Gatos reports their vendor charges \$800-\$1,200 to transfer the art from an electronic format to a wrap and then to install the wrap on the box. The price can vary depending on the size of the box.

Los Gatos also referred staff to their polymer wrap vendor, Signs Unlimited in San Jose, who sent photos of some of the Los Gatos wraps it has installed.

Staff is requesting input from the Commission on the subject of using plastic polymer wraps for all six boxes for this project.

FISCAL IMPACT:

None.

ATTACHMENTS:

Five photos of utility box art using polymer wrap in Los Gatos.



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DATE: March 16, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Update on Community Art Gallery Program

BACKGROUND:

The Culture and Arts Commission created the Community Art Gallery Program, also known as the Library Gallery Exhibit, in 2012. Each year a call for artists is created and the Commission chooses three artists to exhibit their work at the Library for four months each in succession. The program went on hiatus for 2016. At the October 20, 2016 meeting the Commission requested the program be reinstated for 2017.

DISCUSSION:

A call for artists and application for the Community Art Gallery Program was distributed on January 31, 2017. Staff posted the call for artists and application on the City's website and sent it to various organizations and individuals. Recipients include San Bruno Culture and Arts Commission commissioners, California Arts Council, Capuchino High School, Skyline College, College of San Mateo, Canada College, San Bruno Patch, Judy Puccini, and Boris Koodrin. Deadline for entries is March 17, 2017 at 5:00 P.M.

FISCAL IMPACT:

None.

ATTACHMENTS:

Call for Artists for Community Art Gallery Program.



Call for Artists

Community Art Gallery Program

Deadline: 5 p.m., Friday, March 17, 2017

Sponsored by the City of San Bruno
Culture and Arts Commission

The City of San Bruno Community Art Gallery Program encourages artistic expression and fosters a greater appreciation for art in our community. Artists are invited annually to submit applications to exhibit two-dimensional work in the San Bruno Library's main reading room. Applications may be submitted individually or as a group; preference will be given to local artists.

Application Process

- Artists interested in participating must complete an Art Exhibition Application and submit electronic copies of their work.
- Applicants must have a minimum of five pieces available to hang for the duration of the exhibit.
- All entries must be original paintings, photographs or other two-dimensional works created by the exhibiting applicants.
- Submissions will be evaluated by the Culture and Arts Commission using the established selection criteria (see below)
- The Commission may select to exhibit all, some or none of the pieces submitted by applicants.
- Artists will be notified by May 1, 2017 if their work is accepted for exhibit.
- The City reserves the right to invite artists who do not apply, and to not select an artist through this application process.

Selection Criteria

- Nature of work - Work that shows a generally acceptable level of technical and creative expertise.
- Appropriateness of work - The subject matter of the work must be appropriate for all audiences given that the Library is a public facility.
- Additional consideration for local artists - Additional evaluation points will be assessed for San Mateo County artists in order to recognize their contributions to the local community.

Exhibition Guidelines

- Exhibitions will be scheduled for approximately four months each, but the City reserves the right to shorten the duration or cancel the exhibit.
- All art must be framed and ready to hang with screw eyes and braided wire. Clips and saw-tooth hangers are incompatible with the gallery hanging system.
- The gallery can accommodate individual pieces up to a maximum of 36" x 48".
- Exhibiting artists must sign and submit a Release of Liability form.
- The City reserves the right to photograph and reproduce any work for promotional purposes.
- The City is not responsible for loss or damage that may occur from any cause.
- Artwork may not be sold during the exhibit period.
- Accepted works shall not be removed from the exhibit prior to release date and time.
- Upon the end of the exhibit period, artists must pick up their art within ten (10) business days of the conclusion of the exhibition.

Timeline

January 31, 2017	Call for Artists distributed
March 17, 2017 at 5 p.m.	Application deadline
April 20, 2017	Finalists chosen
May 1, 2017	Finalists notified
July 1, 2017	First finalist's works displayed
November 1, 2017	Second finalist's works displayed
March 1, 2018	Third finalist's works displayed

Application materials are available below.

For further information, please contact Tim Wallace at twallace@sanbruno.ca.gov or 650.616.7084.



City of San Bruno Community Art Gallery Program Exhibitor Application

Thank you for your interest in exhibiting at the City of San Bruno Community Art Gallery. Please complete the following application and return it along with images of your proposed exhibit by 5 p.m., March 17, 2017.

Name:

Address:

City:

State:

Zip Code:

Email:

Phone:

Please submit a minimum of 5 and maximum of 15 images in digital format on a CD or USB drive with a minimum of 5 and maximum of 15 JPEG images (min 500x500 pixels, max 2048x2048 pixels). Slides are not accepted. CDs and USB drives become the property of the City of San Bruno and will not be returned.

List of Images Submitted

#	Title	Size (HxW)	Medium
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Please provide a brief artist statement introducing yourself and your artwork including what inspires you to make art, your choice of media and how you use materials to communicate your ideas. Include any information not readily conveyed by your images (details, techniques, unique characteristics, prior exhibits, etc).

We encourage artists to visit and preview the space which is located in the San Bruno Public Library:

701 Angus Avenue West
San Bruno, CA 94066

Email, mail or deliver in person your application along with images of your work to:

Community Art Gallery Program
San Bruno Culture and Arts Commission
c/o Tim Wallace
701 Angus Avenue West
San Bruno, CA 94066
cultureandarts@sanbruno.ca.gov

Submission Deadline is 5 p.m., Friday, March 17, 2017

Artists will be notified by May 1, 2017 if their work is accepted for exhibit.

For questions please contact Tim Wallace at 650.616.7084 or email
cultureandarts@sanbruno.ca.gov



City of San Bruno

Art Exhibit Policy in City Facilities

The City of San Bruno art exhibit program was created for the encouragement and development of artistic expression and to foster greater appreciation for art in our community. The City of San Bruno invites artists to submit proposals for exhibitions in the Public Library reading room.

Selection Process and Criteria

- Each year in January, the Culture and Arts Commission opens a selection period and extends an invitation to artists to submit their work for consideration.
- Groups and individual artists may apply; preference will be given to local artists.
- Artists must have a minimum of five pieces available to display for the duration of the exhibit.
- Artists interested in participating must complete an Art Exhibition Application.
- The Commission will select art for three exhibits that will each run for a 4-month period.
- The Commission will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the Commission is particularly mindful that all segments of the community and all age groups use the exhibit area. Exhibits may not include defaming or obscene materials as defined by the U.S. Supreme Court, or material which would lead to breach of peace or which advocates the violation of State criminal laws. It is not the intent that the exhibit space be used for advertising for commercial enterprises or political candidates. The views in the works exhibited are those of the artists and are not necessarily those of the City.

Exhibition Guidelines

- All art must be suitably framed with hanging apparatus.
- The exhibit area is open to the public only during regular Library operating hours.
- Permission for the City to photograph and reproduce any work for promotional reasons is considered granted unless otherwise stated in writing.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: March 16, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Update on Possible Intersection Pavement Art Project

BACKGROUND:

At the Culture and Arts Commission meeting on November 17, 2016 Commissioner Tobin brought up new street pavement art she had recently seen in Millbrae. The art consists of Millbrae's logo applied to the asphalt in the middle of the intersection of Broadway Avenue and Hillcrest Boulevard. The Commission requested staff to investigate the details of this project and report back to the Commission at a future meeting.

DISCUSSION:

Staff contacted the project manager for the Millbrae project. The logo installation at Broadway Avenue and Hillcrest Boulevard was part of a larger project to revitalize the area.

In addition to the logo found at Broadway Avenue and Hillcrest Boulevard there is a second, smaller logo at the intersection of Hillcrest Boulevard and an unnamed alley one half-block east of Broadway and Hillcrest. The cost for both logos was approximately \$40,000.

The product used for the stenciling of the logo is called StreetBond and is commonly used on playgrounds, plazas, and pedestrian areas, in addition to streets. The company used to install the logo is Asphalt Impressions of Sacramento.

The installation required a two-day street closure.

Staff is requesting input from the Commission on whether it would like to further pursue this project. If so, there will need to be a determination as to how many intersections would receive pavement art. In addition, it will need to be determined specifically which intersections would receive the art.

FISCAL IMPACT:

None.

ATTACHMENTS:

Photo of logo at Broadway Avenue and Hillcrest Boulevard.



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COMMUNITY SERVICES DEPARTMENT

DATE: March 16, 2017
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Report on Status of Mural at Centennial Plaza

BACKGROUND:

The City is actively working on Transit Corridors Plan implementation measures. One such initiative is the preparation of a Downtown Streetscape Plan for San Mateo Avenue. The Plan will establish a design for streetscape improvements, including pavement treatments, benches, trash receptacles, light standards, landscaping, and gateway features for San Mateo Avenue from Taylor Avenue/El Camino Real to San Bruno Avenue. The Plan will be used to guide development improvements and to seek funding to complete the full range of improvements which will enhance and transform this important San Bruno street and business district. The Plan will take approximately one year to complete and will include robust public outreach and involvement.

Within the Plan area located at the intersection of San Mateo and Jenevein Avenues is the former site of the Wells Fargo Bank, today known as Centennial Plaza. Following demolition of the Wells Fargo building, the City installed plant material, ground cover and a water feature to give the area a finished appearance. The City also commissioned a five panel art mural which was installed at Centennial Plaza in 2008. Below ground structures, including footings and foundations were not removed as part of the building demolition and no finish site work has been completed.

Centennial Plaza will become an important gathering space and prominent design feature in the Downtown Streetscape Plan. The City Council's intent is to further develop Centennial Plaza as a community meeting space and prominent design feature of the Downtown.

DISCUSSION:

Due to moisture, wind and direct sunlight, the mural paint has suffered degradation. Bringing the panels back to their original condition would cost approximately \$16,000.

The Downtown Streetscape Plan may bring significant changes to Centennial Plaza. It is unknown at this time whether the implementation of the Downtown Streetscape Plan will affect the mural and, if so, how. The future of the mural may remain undecided for up to two years.

Keeping this uncertainty in mind, staff contacted the mural's artist, Boris Koodrin, to determine what repairs, if any, he would recommend to keep the mural presentable for a minimum of two years.



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Mr. Koodrin reported to staff that the mural will not suffer significant degradation over the next two years and that no repair work need be done to the mural itself to maintain its current look.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.